|  |  |
| --- | --- |
|  | Position Description Template  All Calvary Services  Version:3.0 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position Title:** | | Senior Clinical Coder | | | |
| **Position Number:** | |  | **Cost Centre:** | | R1500 |
| **Site/Facility:** | | Calvary Mater Newcastle | | | |
| **Department:** | | Clinical Coding Unit, Health Information Services | | | |
| **Enterprise Agreement:** | | The Named NSW (Non-Declared) Affiliated Health Organisations’ Health Employees Agreement | | | |
| **Classification:** | | Health Manager Level 1 – dependent upon qualifications, experience and throughput | | | |
| **Reports To:** | | Line Management: Manager HIS & ICT Functional: Coding Manager/HIM BA | | | |
| **Date of Preparation:** | | Issued 01/11/2018  Revised 01/08/2020 | **Date Updated:** | | 01/10/2021 |
| **Pre-Employment Screening Checks:** | | No - National Criminal Record Check (NCRC) required only | | | |
| **Infection Control Risk Category:** | | Category B (No contact with clients, blood and body substances and who are not deployed to clinical areas). | | | |
| **Primary Purpose** | | | | | |
| The Senior Clinical Coders assist the Coding Manager/HIM BA and other team members to ensure adequate overall throughput of coding is achieved, and that quality interpretation of health care records in paper and electronic formats occurs for clinical coding purposes. The accurate assignment of ICD10-AM codes to the inpatient episodes of care assists the organisation to obtain optimal funding for inpatient services.  Work must be performed in accordance with National Coding Standards, local guidelines supported by the Coding Manager, and under the functional and technical direction of the Coding Manager. The Senior Clinical Coders must strive for consistency in coding practice and achieve set throughput requirements.  These positions are graded at a higher level than Clinical Coders and this adds additional requirements for quality coding and throughput. The Senior Clinical Coders will be involved in problem solving from time to time however at the discretion of the Coding Manager, and may also be asked to assist with or to participate in auditing and education activities, however additional activities will only be able to be undertaken where the basic requirements of the substantive coding positions are met to a high standard consistently. | | | | | |
| Organisational Environment | | | | | |
| At LCM Health Care our vision as a Catholic Health, Community and Aged Care provider, to excel, and be recognised, as a continuing source of healing, hope and nurturing to the people and communities we serve.  Calvary Services include public and private hospital care, acute and sub-acute care, community care and  retirement, and aged care services, in both rural and metropolitan areas.  The Calvary Mater Newcastle has around 18,000 inpatient episodes of care per year which require coding. | | | | | |
| Accountabilities and Key Result Areas | | | | | |
| ***Senior Clinical Coder:***   * Ensure that appropriate throughput of coding is achieved in line with local and wider benchmarks and strive to achieve these on a daily basis. This is generally 25-30 records per day average throughput. * Adhere to the Australian CodingStandards when interpreting documentation for coding purposes and seek guidance from the Coding Manager where needed. * Ensure a high standard of coding reflective of the grading of this position and substantial experience. * Provide support to other team members for the coding of difficult cases if required and only as directed to by the Coding Manager. This includes providing assistance in the absence of the Coding Manager. * Maintain currency of knowledge in interpretation and use of ICD10-AM coding systems and standards. Participate in coding educations sessions as advised by the Coding Manager. * Ensure own coding throughput and time is managed to meet the required monthly coding deadlines which may mean pushing harder at times and offering to work flexible hours if needed. * Review own PICQ reports and discuss any concerns with the Coding Manager. * Enter NSW Cancer Registry data accurately for applicable cases. Complete Ca Reg labels. * Raises any issues or concerns about documentation or medical records with the Coding Manager. * Participates in the review of HAC reports and associated coding if requested to by the Coding Manager. * Seeks direction from the Coding Manager to ensure functional requirements of the position are met. Has functional responsibility to this position and for work direction on a daily basis. * Line reporting to the Manager HIS & ICT overall and for higher level HR related matters. * Completes other tasks appropriate to the role and as requested to by the Coding Manager or Manager HIS & ICT.   ***People and Culture:***   * Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements. * Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect. * Participate in and support the Hospital’s Quality Improvement and Accreditation programmes. * Demonstrated an understanding of risk management processes and systems. * Privacy principles are upheld in all work related matters with clinical coders having access to detailed personal and health related information which must never be divulged unless in the course of confidential and appropriate work related discussion. Patient confidentiality must be protected at all times. * Assists the Coding Manager and Manager HIS & ICT in a helpful and positive way to provide an efficient and effective Clinical Coding service for the hospital.   ***Service Development & Innovation:***   * Reviews work practices to determine the most efficient methods of work and discusses with Coding Manager ideas for development or innovation. * Identifies own learning needs relevant to position and discusses with the Coding Manager. * Seeks and undertakes learning opportunities relevant to identified needs. * Regular performance discussions and a formal annual review are conducted with Manager HIS & ICT or Coding Manager.   ***Wise Stewardship:***   * Uses valuable clinical coding skills and knowledge obtained through dedicated learning and experience   to code accurately and comprehensively, as well as uses time efficiently to achieve throughput.   * Refers to Coding Manager and other approved resources and people when needed to perform work to the highest personal standards. * Understands and incorporates into daily work resources availability and throughput needed to comply with external coding deadlines. * Implement acceptable coding throughput measures in agreement with the Coding Manager and strices to achieve. * Maintain manner that is courteous, punctual and professional.   ***Excellence in Care:***   * Patient records and computer screens are maintained and secured at all times. * Privacy of patient personal information is protected at all times.   ***Community Engagement:***   * Actively participates in meetings and work discussions as required. * Functions within the Clinical Coding Team, wider HIS & ICT structure and hospital as appropriate. * Maintains harmonious relations with staff in all areas. * Maintains a high level of professionalism at all times and in all matters.   ***WH&S Responsibilities:***   * Take reasonable care of your own health and safety and the health and safety of others in the workplace; * Comply with relevant Calvary WHS policies, procedures, work instructions and requests; * Report to your supervisor any incident or unsafe conditions which come to your attention; * Observe any additional requirements as outline in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet) | | | | | |
| **Key Relationships** | | | | | |
| Internal: | * Coding Manager/HIM BA * Manager Health Information Services & ICT * Clinical Coding Team members * Clinical Information Supervisor * Clinical Information Department Team members for records access | | | | |
| External: | * Approved external networking and education | | | | |
| **Position Impact** | | | | | |
| Direct Reports: | * Responsible to the HIM Coding Manager/Business Analyst on a daily basis * Accountable to the Manager HIS & ICT for Line Management via Coding Manager | | | | |
| Budget: | * Not required in this role | | | | |
| Selection Criteria | | | | | |
| **Essential Criteria:**   * ICD10-AM Clinical Classification coding qualifications and relevant coding experience * Advanced Medical Terminology skills and demonstrated attention to detail * Knowledge of the Australian Coding Standards and able to apply these * Advanced Understanding of DRG and ABF principles as they apply to clinical coding * Good organisational and communication skills and able to work quietly and efficiently * Proven ability to work independently and as part of a team to meet throughput targets * Demonstrated Computer Literacy and knowledge of relevant hospital based information systems * Ability to maintain the strictest confidentiality in all work matters * Commitment to the Mission, Vision and Values of Calvary with the ability and desire to uphold these principles   **Desirable Criteria:**   * 3M Encoder knowledge and experience * Oncology coding experience | | | | | |
| Approvals | | | | | |
| Job Holder’s signature: | | | | Date: | |
| Manager’s signature: | | | | Date: | |

Job Demands Frequency Checklist

|  |  |
| --- | --- |
| **Job Demands Frequency Key** | |
| **I** | Infrequent - intermittent activity exists for a short time on a very infrequent basis |
| **O** | Occasional - activity exists up to 1/3 of the time when performing the job |
| **F** | Frequent - activity exists between 1/3 and 2/3 of the time when performing the job |
| **C** | Constant - activity exists for more than 2/3 of the time when performing the job |
| **R** | Repetitive - activity involves repetitive movements |
| **N** | Not Applicable - activity is not required to perform the job |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Physical Demands Description** | **Frequency** | | | | | |
| **I** | **O** | **F** | **C** | **R** | **N** |
| **Sitting** - Remaining in a seated position to perform tasks – eg required for client interviews |  |  |  | **✓** |  |  |
| **Standing** - Remaining standing without moving about to perform tasks | **✓** |  |  |  |  |  |
| **Walking** - Floor type: even / uneven / slippery, indoors / outdoors, slopes - eg walking between Lorna house and the main hospital via covered walkway |  | **✓** |  |  |  |  |
| **Running** - Floor type: even / uneven / slippery, indoors / outdoors, slopes |  |  |  |  |  | **✓** |
| **Bend / Lean Forward from Waist** - Forward bending from the waist to perform tasks |  | **✓** |  |  |  |  |
| **Trunk Twisting** - Turning from the waist while sitting or standing to perform tasks |  |  |  |  |  | **✓** |
| **Kneeling** - Remaining in a kneeling posture to perform tasks | **✓** |  |  |  |  |  |
| **Squatting / Crouching** - Adopting a squatting or crouching posture to perform tasks | **✓** |  |  |  |  |  |
| **Leg / Foot Movement** - Use of leg and / or foot to operate machinery | **✓** |  |  |  |  |  |
| **Climbing (stairs / ladders)** - Ascend / descend stairs, ladders, and steps – eg if using fire stairs | **✓** |  |  |  |  |  |
| **Lifting / Carrying** - Light lifting and carrying - 0-9 kg – eg notepad / book / clipboard and required writing implements |  |  | **✓** |  |  |  |
| **Lifting / Carrying** - Moderate lifting and carrying - 10-15 kg |  |  |  |  |  | **✓** |
| **Lifting / Carrying** - Heavy lifting and carrying - 16kg and above |  |  |  |  |  | **✓** |
| **Reaching** - Arms fully extended forward or raised above shoulder | **✓** |  |  |  |  |  |
| **Pushing / Pulling / Restraining** - Using force to hold / restrain or move objects toward or away from the body |  | **✓** |  |  |  |  |
| **Head / Neck Postures** - Holding head in a position other than neutral (facing forward) | **✓** |  |  |  |  |  |
| **Hand and Arm Movements** - Repetitive movements of hands and arms – eg report writing |  |  |  | **✓** |  |  |
| **Grasping / Fine Manipulation** - Gripping, holding, clasping with fingers or hands eg report writing |  |  |  | **✓** |  |  |
| **Work At Heights** - Using ladders, footstools, scaffolding, or other objects to perform work | **✓** |  |  |  |  |  |
| **Driving** - Operating any motor powered vehicle |  |  |  |  |  | **✓** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sensory Demands Description** | **Frequency** | | | | | |
| **I** | **O** | **F** | **C** | **R** | **N** |
| **Sight** - Use of sight is an integral part of work performance eg viewing of X-Rays, computer screens – eg patient / client observation |  |  |  | **✓** |  |  |
| **Hearing** - Use of hearing is an integral part of work performance eg telephone enquiries, answering of telephones |  |  | **✓** |  |  |  |
| **Smell** - Use of smell is an integral part of work performance eg working with chemicals |  |  |  |  |  | **✓** |
| **Taste** - Use of taste is an integral part of work performance eg food preparation |  |  |  |  |  | **✓** |
| **Touch** - Use of touch is an integral part of work performance | **✓** |  |  |  |  |  |
| **Psychosocial Demands Description** | **Frequency** | | | | | |
| **I** | **O** | **F** | **C** | **R** | **N** |
| **Distressed People** – eg emergency or grief situations |  |  |  |  |  | **✓** |
| **Aggressive and Uncooperative People** - eg drug / alcohol, dementia, mental illness |  |  |  |  |  | **✓** |
| **Unpredictable People** – eg dementia, mental illness, head injuries |  |  |  |  |  | **✓** |
| **Restraining** - involvement in physical containment of patients / clients |  |  |  |  |  | **✓** |
| **Exposure to Distressing Situations** – eg child abuse, viewing dead / mutilated bodies |  |  |  |  |  | **✓** |
| **Environmental Demands Description** | **Frequency** | | | | | |
| **I** | **O** | **F** | **C** | **R** | **N** |
| **Dust** - Exposure to atmospheric dust – eg from building site | **✓** |  |  |  |  |  |
| **Gases** - Working with explosive or flammable gases requiring precautionary measures |  |  |  |  |  | **✓** |
| **Fumes** - Exposure to noxious or toxic fumes |  |  |  |  |  | **✓** |
| **Liquids** - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE |  |  |  |  |  | **✓** |
| **Hazardous substances** - eg dry chemicals and glues | **✓** |  |  |  |  |  |
| **Noise** - Environmental / background noise necessitates people raise their voice to be heard | **✓** |  |  |  |  |  |
| **Inadequate Lighting** - Risk of trips, falls or eyestrain | **✓** |  |  |  |  |  |
| **Sunlight** - Risk of sunburn exists from spending more than 10 minutes per day in sunlight – eg walking from Lorna house to main hospital building |  |  |  |  |  | **✓** |
| **Extreme Temperatures** - Environmental temperatures are less than 15C or more than 35C – eg walking from Lorna house to main hospital building |  |  |  |  |  | **✓** |
| **Confined Spaces** - Areas where only one egress (escape route) exists | **✓** |  |  |  |  |  |
| **Slippery or Uneven Surfaces** - Greasy or wet floor surfaces, ramps, uneven ground – eg covered / enclosed walkway | **✓** |  |  |  |  |  |
| **Inadequate Housekeeping** - Obstructions to walkways and work areas cause trips and falls | **✓** |  |  |  |  |  |
| **Working At Heights** - Ladders / stepladders / scaffolding are required to perform tasks | **✓** |  |  |  |  |  |
| **Biological Hazards** - eg exposure to body fluids, bacteria, infectious diseases – eg inpatients and outpatients |  |  |  |  |  | **✓** |

It is important to ensure that you can perform the position safely.

I have read and understood the physical requirements of the position as indicated in the Job Demands Frequency Checklist.

­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_/\_\_\_/\_\_\_\_

NAME SIGNATURE DATE